

RESTRICTED

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October 1946

CENTRAL INTELLIGENCE GROUP

AGENCY

C. I. A. ~~ADMINISTRATIVE~~

25X1A

ORGANIZATION AND FUNCTIONS OF THE PERSONNEL DIVISIONReference: Changes 4 to CIG Administrative Order
dated 3 September 1946

25X1A

25X1A

1. ORGANIZATION 25X1A

There has been established the Administrative and Personnel Branch, a Personnel Management Division to be responsible for all personnel management functions hereby established within the [REDACTED] Division the following operating sections:

- (a) Classification and Salary Administration Section (activated)
- (b) Medical Services Section (activated)
- (c) Procurement and Assessment Section (activated)
- (d) Transactions and Records Section (activated)
- (e) Training Section (to be activated)
- (f) Headquarters and Headquarters Detachment (to be activated)
- (g) Naval Command (to be activated)
- (h) Employee Relations Section (to be activated)

2. RESPONSIBILITIES

Herewith are established the functions and responsibilities of the above Sections:

(a) Classification and Salary Administration Section:

- (1) Evaluate the assignment of duties and responsibilities in connection with the establishment and classification of positions in the departmental and field service, in accordance with the provisions of the Classification Act of 1923, as amended.

- (2) Establish and maintain formal written allocation standards and specifications of the duties and responsibilities of positions.

- (3) Plan and effect a salary administration program, with special emphasis on excepted and unvouchered positions.

- (4) Prepares studies and analysis of the utilization of personnel for use in connection with organizational problems.

(b) Medical Services Section:

- (1) Develop and operate an employees' health program.
- (2) Provide complete medical services for employees including physical examination and x-ray, and the treatment of illnesses and injuries incurred in line of duty.
- (3) Operate dispensaries and emergency rooms.

(c) Procurement and Assessment Section:

- (1) Procure and assign personnel required for domestic and foreign operations, including military and naval personnel. Liaison with the Air Department and Navy Department on the procurement of service personnel.
- (2) Assist operating officials in the establishment of qualification criteria.
- (3) Serve as liaison with personnel procurement sources.
- (4) Plan, organize and conduct psychological assessment programs to evaluate the abilities and qualifications of employees and applicants.

(d) Transaction and Records Section:

- (1) Certify, post, file and maintain all personnel files and records.
- (2) Control the processing of all personnel actions and documents pertaining to domestic and foreign employees.
- (3) Apply current Civil Service Rules and Regulations in the execution and processing of personnel actions and documents.

(e) Training Section:

- (1) Organize and conduct orientation, on-the-job training and post-employment programs for foreign and domestic employees.
- (2) Plan and execute the orientation program for employees.
- (3) Prepare training and procedural manuals for all types of personnel, including stenographic and clerical.

(f) Headquarters and Headquarters Detachment:

(1) Conduct administrative activities affecting all military personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by military personnel, in accordance with military regulations.

(g) Naval Command:

(1) Conduct administrative activities affecting all naval personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by naval personnel, in accordance with naval regulations.

(h) Employee Relations Section:

(1) Serve as liaison between the employee and the operating officials in connection with employee adjustments. Recommend remedial action in morale cases involving the agency and the employee.

(2) Conduct the efficiency rating program, in accordance with Civil Service rules and regulations.

(3) Plan and conduct welfare activities and serve as liaison with credit unions, hospitalization and insurance organizations, organizational drives and promotional activities.

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[REDACTED]
Colonel, CAC
Executive for Personnel
and Administration

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October 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C. I. G. ADMINISTRATIVE ORDER [REDACTED]ORGANIZATION AND FUNCTIONS OF THE PERSONNEL DIVISIONReference: Changes 4 to CIG Administrative Order
[REDACTED] dated 3 September 1946

25X1A

1. ORGANIZATION

There has been established, within the Administrative and Personnel Branch, a Personnel Division to be responsible for all personnel management functions and programs of CIG. There is hereby established within the Personnel Division the following operating sections:

- (a) Classification and Salary Administration Section (activated)
- (b) Medical Services Section (activated)
- (c) Procurement and Assessment Section (activated)
- (d) Transactions and Records Section (activated)
- (e) Training Section (to be activated)
- (f) Headquarters and Headquarters Detachment (to be activated)
- (g) Naval Command (to be activated)
- (h) Employee Relations Section (to be activated)

2. RESPONSIBILITIES

Herewith are established the functions and responsibilities of the above Sections:

(a) Classification and Salary Administration Section:

- (1) Evaluate the assignment of duties and responsibilities in connection with the establishment and classification of positions in the departmental and field service, in accordance with the provisions of the Classification Act of 1923, as amended.

- (2) Establish and maintain formal written allocation standards and specifications of the duties and responsibilities of positions.

- (3) Plan and effect a salary administration program, with special emphasis on excepted and unvouchered positions.

- (4) Prepares studies and analysis of the utilization of personnel for use in connection with organizational problems.

(b) Medical Services Section:

- (1) Develop and operate an employees' health program.
- (2) Provide complete medical services for employees including physical examination and x-ray, and the treatment of illnesses and injuries incurred in line of duty.
- (3) Operate dispensaries and emergency rooms.

(c) Procurement and Assessment Section:

- (1) Procure and assign personnel required for domestic and foreign operations, including military and naval personnel. Liaison with the Air Department and Navy Department on the procurement of service personnel.
- (2) Assist operating officials in the establishment of qualification criteria.
- (3) Serve as liaison with personnel procurement sources.
- (4) Plan, organize and conduct psychological assessment programs to evaluate the abilities and qualifications of employees and applicants.

(d) Transaction and Records Section:

- (1) Certify, post, file and maintain all personnel files and records.
- (2) Control the processing of all personnel actions and documents pertaining to domestic and foreign employees.
- (3) Apply current Civil Service Rules and Regulations in the execution and processing of personnel actions and documents.

(e) Training Section:

- (1) Organize and conduct orientation, on-the-job training and post-employment programs for foreign and domestic employees.
- (2) Plan and execute the orientation program for employees.
- (3) Prepare training and procedural manuals for all types of personnel, including stenographic and clerical.

(f) Headquarters and Headquarters Detachment:

(1) Conduct administrative activities affecting all military personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by military personnel, in accordance with military regulations.

(g) Naval Command:

(1) Conduct administrative activities affecting all naval personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by naval personnel, in accordance with naval regulations.

(h) Employee Relations Section:

(1) Serve as liaison between the employee and the operating officials in connection with employee adjustments. Recommend remedial action in morale cases involving the agency and the employee.

(2) Conduct the efficiency rating program, in accordance with Civil Service rules and regulations.

(3) Plan and conduct welfare activities and serve as liaison with credit unions, hospitalization and insurance organizations, organizational drives and promotional activities.

25X1A

Colonel, USA
Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR	X		25X1A
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION	✓		
CENTRAL RECORDS			
SECRETARY, NIA			
X CHIEF, INTERDEPARTMENTAL STAFF			10-8
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

APPROVAL INFORMATION DIRECT REPLY
 ACTION RETURN COMMENT
 RECOMMENDATION PREPARATION OF REPLY FILE
 SIGNATURE CONCURRENCE DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

DISPOSITION FORM

CIG
Bismarck 437

FROM	TO	DATE	8 October 1946	FROM	TO	DATE	
			DIRECTOR OF CENTRAL INTELLIGENCE				CHIEF, CENTRAL REPORTS STAFF
			DEPUTY DIRECTOR, C. I. G.				W. Europe-Africa Branch
			ASSISTANT TO THE DIRECTOR				E. Europe-USSR Branch
X			SECRETARY, N. I. A.				Middle East-India Branch
			Executive Director [REDACTED]				Far East-Pacific Branch 25X1A
X			CHIEF OF OPERATIONAL SERVICES				Western Hemisphere Branch
			Act'g. Chief, ICAPS				
			CHIEF, CENTRAL PLANNING STAFF				ADMINISTRATIVE OFFICER
			Policy & Review Branch				Personnel Branch
			Information Branch				Budget & Fiscal Branch
			Intelligence Branch				Administrative Services Branch
			Security Branch				Central Records
			Support Branch				Security Branch
<u>REFERENCES:</u>		<u>ENCLOSURES:</u>		<u>ACTION</u>		<u>DIRECT REPLY</u>	
Changes 4 to CIG Administrative Order [REDACTED] dated 3 Sept. 1946		Draft of CIG Admin. Order No. ---- re "Organization & Functions of the Personnel Division"		RECOMMENDATION		COMMENT 25X1A	
				SIGNATURE		FILE	
				INFORMATION		NOTE	
				RETURN		MAIL	
				PREPARATION OF REPLY			

REMARKS:

25X1A

Attached draft is concurred in. [REDACTED]

DONALD EDGAR
Acting Chief, Interdepartmental
Coordinating and Planning Staff

(Continue "Remarks" on back, if necessary)

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CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

10/7/46

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	2		
ADVISORY COUNCIL			
<input checked="" type="checkbox"/> EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			STATINTL
CHIEF, INTERDEPARTMENTAL STAFF	1	(Att: [REDACTED])	
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

2 APPROVAL INFORMATION DIRECT REPLY
 ACTION RETURN 1 COMMENT
 RECOMMENDATION PREPARATION OF REPLY FILE
 SIGNATURE CONCURRENCE DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : [REDACTED] DATE: 1 October 1946
Executive for Personnel and Administration

FROM : Edward R. Saunders, Chief, Finance Division *ESR*

SUBJECT: Proposed Procedure Issuance

1. There is transmitted herewith the original and one copy of a draft of a CIG Administrative Order covering the organization, functions and responsibilities of the Personnel Division. This draft was developed in the Personnel Division and has been reviewed and approved by the Chief, Personnel Division.

2. Will you kindly review this draft and if you consider it to be satisfactory please approve and release.

October 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C. I. G. ADMINISTRATIVE [REDACTED]

ORGANIZATION AND FUNCTIONS OF THE PERSONNEL DIVISION

25X1A

Reference: Changes 4 to CIG Administrative Order
[REDACTED] dated 3 September 1946

1. ORGANIZATION

There has been established, within the Administrative and Personnel Branch, a Personnel Division to be responsible for all personnel management functions and programs of CIG. There is hereby established within the Personnel Division the following operating Sections:

- (a) Classification and Salary Administration Section (activated)
- (b) Medical Services Section (activated)
- (c) Procurement and Assessment Section (activated)
- (d) Transactions and Records Section (activated)
- (e) Training Section (to be activated)
- (f) Headquarters and Headquarters Detachment (to be activated)
- (g) Naval Command (to be activated)
- (h) Employee Relations Section (to be activated)

2. RESPONSIBILITIES

Herewith are established the functions and responsibilities of the above Sections:

(a) Classification and Salary Administration Section:

(1) Evaluate the assignment of duties and responsibilities in connection with the establishment and classification of positions in the departmental and field service, in accordance with the provisions of the Classification Act of 1928, as amended.

(2) Establish and maintain formal written allocation standards and specifications of the duties and responsibilities of positions.

(3) Plan and effect a salary administration program, with special emphasis on excepted and unvouchered positions.

(4) Develop and maintain a sound organization through studies and analysis of the utilization of personnel.

(b) Medical Services Section:

- (1) Develop and operate an employees' health program.
- (2) Provide complete medical services for employees including physical examination and x-ray, and the treatment of illnesses and injuries incurred in line of duty.
- (3) Operate dispensaries and emergency rooms.

(c) Procurement and Assessment Section:

- (1) Procure and assign personnel required for domestic and foreign operations, including military and naval personnel. Liaison with the War Department and Navy Department on the procurement of service personnel.
- (2) Assist operating officials in the establishment of qualification criteria.
- (3) Serve as liaison with personnel procurement sources.
- (4) Plan, organize and conduct psychological assessment programs to evaluate the abilities and qualifications of employees and applicants.

(d) Transaction and Records Section:

- (1) Certify, post, file and maintain all personnel files and records.
- (2) Control the processing of all personnel actions and documents pertaining to domestic and foreign employees.
- (3) Apply current Civil Service Rules and Regulations in the execution and processing of personnel actions and documents.

(e) Training Section:

- (1) Organize and conduct orientation, on-the-job training and post-employment programs for foreign and domestic employees.
- (2) Plan and execute the orientation program for employees.
- (3) Prepare training and procedural manuals for all types of personnel, including stenographic and clerical.

(f) Headquarters and Headquarters Detachment:

(1) Conduct administrative activities affecting all military personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by military personnel, in accordance with military regulations.

(g) Naval Command:

(1) Conduct administrative activities affecting all naval personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by naval personnel, in accordance with naval regulations.

(h) Employee Relations Section:

(1) Serve as liaison between the employee and the operating officials in connection with employee adjustments. Recommend remedial action in morale cases involving the agency and the employee.

(2) Conduct the efficiency rating program, in accordance with Civil Service rules and regulations.

(3) Plan and conduct welfare activities and serve as liaison with credit unions, hospitalization and insurance organizations, organizational drives and promotional activities.

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October 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C. I. G. ADMINISTRATIVE ORDER [REDACTED]ORGANIZATION AND FUNCTIONS OF THE PERSONNEL DIVISION

25X1A

Reference: Changes 4 to CIG Administrative Order
[REDACTED] dated 3 September 19461. ORGANIZATION

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- (3) Plan and effect a salary administration program, with special emphasis on excepted and unvouchered positions.
- (4) Prepares studies and analysis of the utilization of personnel for use in connection with organizational problems.

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED.

(b) Medical Services Section:

- (1) Develop and operate an employees' health program.
- (2) Provide complete medical services for employees including physical examination and x-ray, and the treatment of illnesses and injuries incurred in line of duty.
- (3) Operate dispensaries and emergency rooms.

(c) Procurement and Assessment Section:

- (1) Procure and assign personnel required for domestic and foreign operations, including military and naval personnel. Liaison with the War Department and Navy Department on the procurement of service personnel.
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(1) Conduct administrative activities affecting all military personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by military personnel, in accordance with military regulations.

(g) Naval Command:

(1) Conduct administrative activities affecting all naval personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by naval personnel, in accordance with naval regulations.

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(1) Serve as liaison between the employee and the operating officials in connection with employee adjustments. Recommend remedial action in morale cases involving the agency and the employee.

(2) Conduct the efficiency rating program, in accordance with Civil Service rules and regulations.

(3) Plan and conduct welfare activities and serve as liaison with credit unions, hospitalization and insurance organizations, organizational drives and promotional activities.

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Colonel, CAC
Executive for Personnel
and Administration